

INTEROFFICE MEMO



County of San Bernardino

DATE May 15, 2008**PHONE** 387-5417**FROM** **MARK UFFER**
County Administrative Officer**TO** **MEMBERS**
Board of Supervisors

SUBJECT 2008-09 PROPOSED BUDGET

On March 18, 2008, I presented to the Board of Supervisors a 2008-09 Budget Financing Plan. A copy of that agenda item and the power point presentation is included in the executive summary workbook. That plan provided the basis for distributing locally financed budget targets to general fund financed departments to develop their 2008-09 proposed budgets. The Board of Supervisors approved these budget targets and enclosed in these workbooks are the departmental budgets submitted and reviewed by the County Administrative Office.

The 2008-09 proposed budget workbooks are designed to be user friendly for the Board of Supervisors, the departments, and the public. The first workbook is an executive summary of the 2008-09 proposed budget, which includes:

- A Financing Plan Section, which shows changes that have occurred since the original financing plan was adopted. It documents how much financing is available in 2008-09 for MOU negotiations, building needs, departmental policy items, and other items the Board of Supervisors wish to finance.
- A County Budget Summary Section, which shows the total appropriation and total revenue included in the 2008-09 proposed budget with comparative numbers from the 2007-08 final budget and 2006-07 actual amounts. Also included is total budgeted staffing proposed for 2008-09 with comparative numbers from the prior two final budgets.
- A General Fund Financing Section, which discusses how the general fund is financed in 2008-09 as well as the balances of contingencies and reserves.
- A Year-to-Year Department Comparison Section, which shows last year's adopted budget, this year's proposed budget and the dollar and percentage change between the two years for all departmental budget units. A brief explanation of significant changes is also included, as well as a page reference for the second workbook to obtain additional detail.
- A Policy Items Summary Section, which summarizes all requests for general fund financing related to the policy items requested by departments for 2008-09. Policy items represent any program or workload changes that could not be financed within the current departmental allocation. If any of these policy items are recommended, they will be financed with the available general fund financing currently not allocated.
- A CIP Requests Summary Section, which summarizes all requests for general fund financing related to the Capital Improvement Program (CIP) requests made by departments for 2008-09. In 2008-09, \$15.3 million in general fund financing has been allocated to the Capital Improvement Program for new capital projects. If any of these projects are recommended, they will be financed with this allocation.

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- A BPI Requests Summary Section, which summarizes all requests for general fund financing related to the Business Process Improvement (BPI) Reserve requests made by departments for 2008-09. There is currently \$2.1 million in the Business Process Improvement Reserve. If any of these requests are recommended, they will be financed with this reserve.
- A Reclassifications Summary Section, which summarizes all the proposed reclassifications between positions that are built in the department's 2008-09 proposed budget. Human Resources will submit a board agenda for approval of these reclassifications where the position is vacant. All requests for reclassifications related to filled positions will be brought to the Board of Supervisors by the individual department.
- A Grant Inventory Section, which summarizes all the grant revenues which are built in the department's 2008-09 proposed budget.

The second workbook begins with a county budget overview and then shows the departmental detail of the 2008-09 proposed budget which includes:

- The department's mission statement.
- The department's strategic goals for 2008-09 as specified in the County Annual Report and 2008-09 Business Plan and presented at the Business Plan Workshop.
- The department's organizational chart, which includes the names of key personnel of the department, what functions the department performs, and how much budgeted staffing by function is included in their 2008-09 proposed budget.
- Five-year budget history line and bar graphs, which illustrate budgeted amounts for the past four years and the proposed level of appropriation, departmental revenue, local cost and budgeted staffing for 2008-09.
- Four-year performance history, which shows the actual level of appropriation, departmental revenue, and local cost for the past three years and estimates for 2007-08.
- Expenditure and financing pie charts, which illustrate what percentage of the 2008-09 proposed appropriation budget is spent on salaries and benefits, services and supplies, etc., as well as, the percentage of the 2008-09 proposed financing sources budget that comes from local cost, taxes, fee supported revenues, etc.
- Analysis of the 2008-09 Proposed Budget, which includes line item budget amounts by appropriation such as salaries and benefits, services and supplies, etc. and if applicable, line items by revenue sources. Also provided are explanations describing what is included in those budget amounts, as well as the significant changes made by the department from prior year by line item.
- Performance Measures – When the departments specified their goals and objectives in the County Annual Report and 2008-09 Business Plan, they also included performance measures that can monitor the success of their objectives. This section includes the actual results for 2006-07, the first year the county implemented departmental business plans. It includes the projected 2007-08 performance measures as well as the current estimated measure for 2007-08 to demonstrate if a department exceeded, met or is still working on their objectives. A performance measure target is also provided for 2008-09 to either maintain or expand on their objectives.
- Additional General Fund Financing Requests – If the department submitted additional general fund financing requests to fund policy items, capital improvement projects and/or business process improvement projects, they are summarized in this section by department priority.